



**Kossuth County Commission of Veterans Affairs**

**Daniel D. Green, Director**

**109 West State Street, Algona, Iowa 50511**

**President: James Grandgenett**

**1<sup>st</sup> Chairwoman: Kim Groesbeck**

**Vice Chairwoman: Carole Bernhard**

Subject: Minutes, Kossuth County Commission of Veterans Affairs Monthly Meeting January 21st, 2020 at 4:45p.m.

Location: Conference Room #110, Court House Annex, 109 West State Street, Algona, IA 50511.

1. Call to Order
2. Roll Call.
3. Guests: NONE
4. Review and Approval of previous monthly meeting minutes.
5. Old Business:
  - a. Number of Open Claims in System: 39. There are 3 claims pending development and 0 awaiting final submission. To date tracking 893 records of veterans.
  - b. Update Directors Activities for DEC2020: Director Green updated the Commission activities for December and provided a summary for 2020. This product will be presented to the Kossuth County Board of Supervisors (KCBOS) meeting in February.
  - c. Budget Review: Commissioners were given a budget expenditure update by Director Green for DEC2020 and they reviewed and signed the quarterly budget report. Director Green also reviewed the upcoming budget with KCBOS on 14 Jan 2021 and identified areas of increase and reduction; specifically, salary increased 3% and the area of General Services to Veterans was reduced. Food and Rent reduced to \$1K each; Office/Telcom reduced to \$1.2K; Utilities reduced to \$0. Director Green requested a reinstatement of \$800 back into the Utilities account.
  - d. Training Activities: Director Green's TMS is pending completion and he is scheduled to be actively in computer-based training during the week of 25-29 January 2021. This completes his CEU requirements for the year.
  - e. Director Green's Evaluation 2020: The Commissioners presented the annual assessment to Director Green; a signed copy will be presented to the KCBOS in February.

- f. Review updates to KCVA Guidance Manual: The Commissioners were requested to provide inputs/corrections to the manual by February meeting. The finalization of this is also awaiting a response on the requested budget correction.
  - g. Outreach Activities: Director Green attended a County Iowa County Veterans Affairs Winter Quarterly Meeting via webinar on 6 Jan 2021. Re-districting and additional responsibilities were discussed; decisions still pending. Director Green has volunteered to be a mentor for area VSOs (which is formalizing what he has been doing).
  - h. Director Green provided the following to the Commissioners; County Auditor Memo on Hotel and Food Bill (needed for our seminar reimbursement in October 2021 (if it's held), Scheduled Meetings for 2021, KCVA Memo Commissioner Tenure, KCVA Memo Metrics for 2020, KCVA Awards DEC2020, VA DSM Awards Oct-Dec 2021, VA Update AO Presumptive, VA COVID-19 Update, and Discharge Updates to vets who suffered trauma.
6. New Business:
- a. Communication from the Commission:
    - (1) Future plan for request to go from 3 to 5-person commission—to be discussed and approached during the annual planning session next Fiscal Year.
    - (2) Review of KCVA Guidance Manual extended to February 1 by Director Green.
7. Motion to Adjourn. Motion by Commissioner Bernhard and seconded by Commissioner Groesbeck to adjourn. Motion carried. Meeting adjourned at 6:11 p.m.

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SIGNED:

DATE